

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 9, 1998

ALL-COUNTY LETTER NO. 98-07

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP COORDINATORS

SUBJECT: FOOD STAMP EMPLOYMENT
AND TRAINING PROGRAM
PLAN FEDERAL FISCAL YEAR 1998

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

The purpose of this letter is to inform counties of the Food Stamp Employment and Training (FSET) county plan process and provide planning allocations for Federal Fiscal Year (FFY) 1998. Counties operating an FSET program should complete all pertinent sections of the plan, applicable component pages, include any additional comments in designated sections or attach narrative as necessary, and certify compliance with federal requirements. Counties not participating in FSET this year need only complete Enclosure IV of the plan and submit the STAT 40 each quarter to the Department.

In developing their plans, counties should take into account the new work requirements which were established by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. In order to remain eligible for food stamps, non-exempt able-bodied adults without dependents (ABAWDs) are now required to work 20 hours per week, participate in a workfare program which meets standards approved by the Governor, or participate in an allowable FSET activity for 20 hours per week. Job club/job search, as a stand alone component, does not count toward meeting the 20-hour work requirement.

Please note that the list of available components on Table 4 has been expanded to allow drug rehabilitation or alcohol rehabilitation to be combined with vocational training or education. However, the federal government requires that drug or alcohol rehabilitation constitute only a minor part of such combined components. For example, a county can require a maximum of five hours of participation in drug rehabilitation per week with the balance of the twenty-hour requirement being met by attending education classes. Additionally, the United States Department of Agriculture (USDA) authorized the state to use a new self-initiated workfare activity. Please see Enclosure I for a description of the activity. It should also be noted that federal law allows, as part of the workfare component, participation in job search for up to 30 days before making workfare assignments.

Counties must include a brief description of the program; complete Tables 1, 2, 4, 5 and Enclosure IV (enclosed). Also, the plan must include the following information: 1) a brief description of the methods used for obtaining the initial work registrants count; and 2) an explanation of whether the count is duplicated or unduplicated, and, if duplicated, what portion of the count is duplicated.

The Balanced Budget Act (BBA) of 1997 permits states to exempt 15 percent of its ABAWD population that is in danger of losing eligibility for the Food Stamp Program for not meeting the work requirement. The exemption has been apportioned to each county based on its share of non-assistance food stamp caseload. Enclosure III indicates the number of ABAWDs that may be exempt, on this basis, in a given month. Each county may determine the most efficient and effective manner in which to use the exemption. Please include a brief description of the criteria the county will use to grant this exemption in the county plan narrative description.

Funding for the FSET Program

The Food Stamp Act of 1977 provides \$9,925,762 to California in unmatched federal FSET funding for FFY 1998. The BBA provided an additional \$16,070,342 to California in unmatched federal FSET funding for FFY 1998. All funds are subject to final federal approval. To be eligible for this additional funding, the BBA mandated a maintenance of effort (MOE) requirement. States must spend at least as much as in FFY 1996 to administer their FSET program and optional workfare program (if applicable). In California, the Department will continue the same level of expenditure and counties, as a group, will need to do the same. Enclosure II indicates the amount of MOE expenditure that represents each county's share of the MOE requirement. Counties that choose not to meet the MOE requirement will not be eligible to receive a share of the additional unmatched federal funding. In the event a county chooses not to use the additional funds, its portion of the MOE and the additional funding will be spread to the remaining counties. Funding requested by such counties beyond the \$9,925,762, will be allocated 50 percent county, 50 percent federal.

Along with each county's MOE, Enclosure II reflects the unmatched program allocation and the allocation for the reimbursement for transportation and dependent care. These funding ratios are based on each county's percent of total statewide nonassistance food stamp caseload. Final allocations will be issued when USDA approves the final State Plan. The final allocation will be based on the request each county makes as part of the planning process and the availability of state and federal funds. In addition, funding for the FSET program is subject to state legislative approval through the budget process.

The BBA requires that **at least 80 percent** of all unmatched federal funds (both the base allocation of \$9,925,762 and the additional allocation of \$16,070,342) be spent to serve ABAWDs who are placed in and comply with a work program that meets the eligibility standards of the Food Stamp Act (e.g., a workfare program or a 20-hour per week work/training program).

Program expenditures in excess of the unmatched federal allocations can be funded, at county option, with 50 percent federal/50 percent county funds. All funding requests must be accurate and justifiable and must be identified in the county plan. To the extent that proposed services are consistent with state regulations, requests will be forwarded to USDA for approval as part of the State Plan.

Page Three

Federal regulations prohibit the supplantation of local education funds with federal FSET money. If any county intends to spend FSET funds on education, e.g. a contract for classroom instruction, an explanation must be given as to why such charges are being made and why they cannot be met through existing education programs. This requirement does not apply to county costs for case managers, transportation, dependent care, etc.

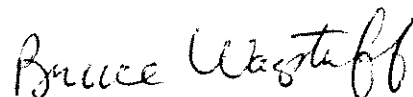
County Plan Submittal

Please complete the County FSET plan tables. Each blank in the tables must be filled in. If a section of the tables is not applicable please fill in the blank with n/a. Please send one copy of your County FSET Plan and the name and phone number of your county's FSET coordinator by March 6, 1998 to:

California Department of Social Services
Employment Bureau
744 P Street, M.S. 16-33
Sacramento, CA 95814
Attention: Tony Pyara

If you have any questions, please have your staff contact Tony Pyara at (916) 657-2630. Questions concerning your allocation should be directed to the County Cost Analysis Bureau at (916) 657-3806.

Sincerely,

A handwritten signature in black ink that reads "Bruce Wagstaff". The signature is written in a cursive, slightly slanted style.

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Enclosures

c: CWDA

TABLE 1

**Estimated Participant Levels
Fiscal Year 1998**

A.	Total number of work registrants in the County during the planned Federal Fiscal Year.	_____
B.	List exemptions and the number of work registrants categorically exempt from E&T participation.	
1.	Substitute Program	_____
		Total _____
C.	List exemptions and the number of work registrants individually exempt from E&T participation.	
1.	Physical or mental problems	_____
2.	Care of dependent child	_____
3.	Care of incapacitated person	_____
4.	Receiving UIB	_____
5.	GAIN	_____
6.	Student ½ time & employed	_____
7.	Under 16 - over 60	_____
8.	Self-employed - employed	_____
9.	Drug/Alcohol rehab.	_____
		Total _____
D.	Total number of work registrants exempt from E&T (B+C)	_____
E.	Percent of all work registrants exempt from E&T (D/A)	_____
F.	Number of E&T mandatory participants* (A-D)	_____

*Regulations define someone as a "mandatory participant" if the person is a work registrant who is not exempt under the County E&T program. A mandatory participant is not necessarily actively participating in a County E&T component.

TABLE 2

**Estimated E&T Placement Levels
Fiscal Year 1998**

- | | | |
|----|--|-------|
| 1. | Number of times mandatory participants are expected to begin a component. | _____ |
| 2. | Number of times volunteer participants are expected to begin a component. | _____ |
| 3. | Number of Notice of Actions which are expected to be sent for E&T noncompliance. | _____ |
| 4. | Total number of placements the state agency expects to make during the year (1 + 2 + 3). | _____ |

This is to reflect a count of placements *not* participants. A participant may begin and participate in more than one component over the course of the year. Each time the participant begins a new component the state agency shall count it as a placement. However, if participation in a single component is not continuous (e.g., participation is interrupted by a disqualification), the participant may only be counted as placed at the time he/she begins the component.

TABLE 4
OPERATING BUDGET
FEDERAL FISCAL YEAR 1998

	Total Costs		Total Contractual Costs	Total Dependent Care Cost	Total Transportation/Ancillary Cost
	Salary & Benefits	Other Costs (Overhead)			
Job Search					
Job Club					
Workfare					
Workfare SIP					
Supervised Job Search					
Vocational Training					
Vocational Training/Drug Rehab.					
Vocational Training/Alcohol Rehab.					
Vocational Training/Job Search.					
Vocational Training/Job Club.					
OJT					

OJT/Drug Rehab.						
OJT/Alcohol Rehab.						
Education						
Education/Drug Rehab.						
Education/Alcohol Rehab.						
Education/Job Search						
Education/Job Club						
Other (Describe)						
Total Costs (all above)						

(Dependent care and transportation costs for assessment included)

Total Component \$ _____
 Assessment \$ _____
 Child Care \$ _____
 Transportation/Ancillary \$ _____
 MOE \$ _____
 Total Costs \$ _____

TABLE 5

Planned Federal Fiscal Year Costs of the State FSET Program by Category of Funding-FFY 1998

	Estimate of FFY 1997 Expenditures*	Estimate of FFY 1998
1. E&T Grant Funds (100% Federal)		
2. County Overmatch for Administrative Cost 50% Federal 50% County		
3. County Maintenance of Effort		
4. Participant Expenses Reimbursed:		
a. Up to \$25 per month for transportation and other costs: 50% Federal 35% State 15% County		
b. Up to \$200 per dependent per month for dependent care costs: 50% Federal 35% State 15% County		
c. County Overmatch for Transportation 50% Federal 50% County		
d. County Overmatch for Dependent Care 50% Federal 50% County		
5. Total E&T Program Costs (1+2+3+4)		

*Include what fiscal year 1997 anticipated claims will be based on actual expenditures as of the time of plan preparation.

Self-initiated workfare provides food stamp recipients who are able-bodied adults without dependents (ABAWDS) an alternative way to remain eligible for food stamps.

- Individuals are responsible for finding a public service placement in public or private nonprofit agencies that meets the hourly requirement. They are also responsible for documenting their hours of participation.
- ABAWDS in self-initiated workfare are required to participate at least 20 hours per month. This requirement is roughly based on the average allotment for an ABAWD case of \$120 per month. Counties may require participation for more than 20 hours per month, but under no circumstances can any individual be required to participate more than 120 hours per month (30 hours per week).
- Do not apply workfare sanctions to individuals who fail to comply with the terms of their self-initiated activity. However, non-compliance with the ABAWD work requirement does subject an individual to disqualification from food stamps.
- Verification of participation in self-initiated workfare activities will be accomplished in the same manner as other ABAWD activities. Counties will maintain records to support the issuance of benefits beyond the third month.
- Reimbursement of transportation costs will not be required (county option).
- Work protections will not be required.
- Costs incurred for any tracking and administrative activities will be claimed to the 100 percent FSET allocation.

FSET PLANNING ALLOCATION FY 1997/98 (FFY 1998)

COUNTIES	NAFS Caseload 7/96 - 6/97	% to Total	PROGRAM ALLOCATION		PARTICIPANT REIMBURSEMENT ALLOCATION				MOE
			100% Grant:		Participant Reimbursement Funds:				MOE = \$4,139,446
			Distribution of 1st Component *	Distribution of 2nd Component	Total Distribution of 50/35/15%	FEDERAL SHARE	STATE SHARE Cap Amount	COUNTY SHARE	State = \$560,000 County = \$3,579,446
			\$9,595,762	\$16,070,000	\$2,248,571		\$787,000		
ALAMEDA	228,489	0.037933	\$364,000	\$609,590	\$85,296	\$42,648	\$29,854	\$12,794	\$135,781
ALPINE	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AMADOR	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BUTTE	61,134	0.010149	\$97,391	\$163,100	\$22,822	\$11,411	\$7,988	\$3,423	\$36,329
CALAVERAS	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COLUSA	5,483	0.000910	\$8,735	\$14,628	\$2,047	\$1,023	\$716	\$308	\$3,258
CONTRA COSTA	122,247	0.020295	\$194,749	\$326,145	\$45,635	\$22,818	\$15,972	\$6,845	\$72,646
DEL NORTE	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EL DORADO	12,536	0.002081	\$19,971	\$33,445	\$4,680	\$2,340	\$1,638	\$702	\$7,450
FRESNO	197,687	0.032820	\$314,930	\$527,413	\$73,797	\$36,899	\$25,829	\$11,069	\$117,476
GLENN	5,914	0.000982	\$9,421	\$15,778	\$2,208	\$1,104	\$773	\$331	\$3,514
HUMBOLDT	38,846	0.006449	\$61,885	\$103,638	\$14,501	\$7,251	\$5,075	\$2,175	\$23,084
IMPERIAL	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INYO	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
KERN	249,979	0.041501	\$398,235	\$666,923	\$93,318	\$46,659	\$32,661	\$13,998	\$148,551
KINGS	39,609	0.006576	\$63,100	\$105,674	\$14,786	\$7,393	\$5,175	\$2,218	\$23,538
LAKE	18,063	0.002999	\$28,776	\$48,191	\$6,743	\$3,371	\$2,360	\$1,012	\$10,734
LASSEN	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LOS ANGELES	2,201,168	0.365435	\$3,506,626	\$5,872,536	\$821,706	\$410,851	\$287,595	\$123,260	\$1,308,054
MADERA	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MARIN	29,147	0.004839	\$46,433	\$77,762	\$10,881	\$5,440	\$3,808	\$1,633	\$17,321
MARIPOSA	4,738	0.000787	\$7,548	\$12,641	\$1,769	\$884	\$619	\$266	\$2,816
MENDOCINO	27,933	0.004637	\$44,499	\$74,523	\$10,428	\$5,214	\$3,650	\$1,564	\$16,599
MERCED	71,183	0.011818	\$113,400	\$189,910	\$26,573	\$13,286	\$9,301	\$3,986	\$42,301
MODOC	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MONO	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MONTEREY	51,658	0.008576	\$82,295	\$137,819	\$19,284	\$9,642	\$6,749	\$2,893	\$30,698
NAPA	16,010	0.002658	\$25,505	\$42,713	\$5,977	\$2,988	\$2,092	\$897	\$9,514
NEVADA	14,326	0.002378	\$22,822	\$38,221	\$5,348	\$2,674	\$1,872	\$802	\$8,513
ORANGE	283,750	0.047108	\$452,035	\$757,022	\$105,925	\$52,963	\$37,074	\$15,888	\$168,620
PLACER	25,264	0.004194	\$40,247	\$67,402	\$9,431	\$4,716	\$3,301	\$1,414	\$15,013
PLUMAS	4,082	0.000678	\$6,503	\$10,890	\$1,524	\$762	\$533	\$229	\$2,426
RIVERSIDE	198,685	0.032985	\$316,520	\$530,075	\$74,170	\$37,085	\$25,980	\$11,125	\$118,069
SACRAMENTO	264,644	0.043936	\$421,598	\$706,048	\$98,793	\$49,396	\$34,577	\$14,820	\$157,266
SAN BENITO	5,141	0.000854	\$8,190	\$13,716	\$1,919	\$960	\$672	\$287	\$3,055
SAN BERNARDINO	357,362	0.059329	\$569,304	\$953,412	\$133,405	\$66,702	\$46,692	\$20,011	\$212,364
SAN DIEGO	328,443	0.054528	\$523,234	\$876,259	\$122,609	\$61,305	\$42,913	\$18,391	\$195,179
SAN FRANCISCO	264,217	0.043865	\$420,917	\$704,909	\$98,633	\$49,317	\$34,522	\$14,794	\$157,012
SAN JOAQUIN	122,852	0.020396	\$195,712	\$327,759	\$45,861	\$22,931	\$16,051	\$6,879	\$73,005
SAN LUIS OBISPO	30,504	0.005064	\$48,595	\$81,382	\$11,387	\$5,694	\$3,986	\$1,707	\$18,127
SAN MATEO	34,041	0.005651	\$54,230	\$90,819	\$12,708	\$6,354	\$4,448	\$1,906	\$20,229
SANTA BARBARA	61,050	0.010135	\$97,257	\$162,876	\$22,790	\$11,395	\$7,977	\$3,418	\$36,279
SANTA CLARA	177,622	0.029489	\$282,965	\$473,881	\$66,307	\$33,154	\$23,207	\$9,946	\$105,553
SANTA CRUZ	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SHASTA	59,253	0.009837	\$94,394	\$158,082	\$22,119	\$11,060	\$7,742	\$3,317	\$35,211
SIERRA	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SISKIYOU	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SOLANO	51,667	0.008578	\$82,309	\$137,843	\$19,288	\$9,644	\$6,751	\$2,893	\$30,703
SONOMA	47,989	0.007967	\$76,450	\$128,031	\$17,915	\$8,957	\$6,270	\$2,688	\$28,518
STANISLAUS	85,208	0.014146	\$135,743	\$227,328	\$31,809	\$15,904	\$11,133	\$4,772	\$50,635
SUTTER	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TEHAMA	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRINITY	3,885	0.000645	\$6,189	\$10,365	\$1,450	\$725	\$508	\$217	\$2,309
TULARE	109,823	0.018233	\$174,956	\$292,999	\$40,997	\$20,499	\$14,349	\$6,149	\$65,263
TUOLUMNE	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
VENTURA	82,612	0.013715	\$131,607	\$220,402	\$30,839	\$15,420	\$10,794	\$4,625	\$49,093
YOLO	29,180	0.004844	\$46,486	\$77,850	\$10,893	\$5,447	\$3,813	\$1,633	\$17,340
YUBA	N/A	0.000000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	6,023,424	1.000000	\$9,595,762	\$16,070,000	\$2,248,571	\$1,124,286	\$787,000	\$337,285	\$3,579,446

* \$9,925,762 less \$275,000 State Ops, less \$55,000 Worker's Comp

12-Jan-98

12:03 PM

data/fset/fy9798/planafic3.wk4/tab=plan w moe

FFY 1998 ALLOCATION OF 15% EXEMPTIONS FOR
ABLE-BODIED ADULTS WITHOUT DEPENDENTS

Enclosure III

COUNTIES	NAFS Caseload 7/96 - 6/97	% to Total	Additional 15% ABAWD Exemptions 3,527
ALAMEDA	228,489	0.036301	128
ALPINE	453	0.000072	0
AMADOR	4,845	0.000770	3
BUTTE	61,134	0.009713	34
CALAVERAS	9,571	0.001521	5
COLUSA	5,483	0.000871	3
CONTRA COSTA	122,247	0.019422	69
DEL NORTE	10,521	0.001672	6
EL DORADO	12,536	0.001992	7
FRESNO	197,687	0.031407	111
GLENN	5,914	0.000940	3
HUMBOLDT	38,846	0.006172	22
IMPERIAL	51,520	0.008185	29
INYO	5,910	0.000939	3
KERN	249,979	0.039715	140
KINGS	39,609	0.006293	22
LAKE	18,063	0.002870	10
LASSEN	7,613	0.001210	4
LOS ANGELES	2,201,168	0.349708	1,236
MADERA	41,061	0.006524	23
MARIN	29,147	0.004631	16
MARIPOSA	4,738	0.000753	3
MENDOCINO	27,933	0.004438	16
MERCED	71,183	0.011309	40
MODOC	2,271	0.000361	1
MONO	1,819	0.000289	1
MONTEREY	51,658	0.008207	29
NAPA	16,010	0.002544	9
NEVADA	14,326	0.002276	8
ORANGE	283,750	0.045080	159
PLACER	25,264	0.004014	14
PLUMAS	4,082	0.000649	2
RIVERSIDE	198,685	0.031566	111
SACRAMENTO	264,644	0.042045	148
SAN BENITO	5,141	0.000817	3
SAN BERNARDINO	357,362	0.056776	200
SAN DIEGO	328,443	0.052181	184
SAN FRANCISCO	264,217	0.041977	148
SAN JOAQUIN	122,852	0.019518	69
SAN LUIS OBISPO	30,504	0.004846	17
SAN MATEO	34,041	0.005408	19
SANTA BARBARA	61,050	0.009699	34
SANTA CLARA	177,622	0.028220	100
SANTA CRUZ	44,193	0.007021	25
SHASTA	59,253	0.009414	33
SIERRA	788	0.000125	0
SISKIYOU	9,613	0.001527	5
SOLANO	51,667	0.008209	29
SONOMA	47,989	0.007624	27
STANISLAUS	85,208	0.013537	48
SUTTER	16,373	0.002601	9
TEHAMA	20,601	0.003273	12
TRINITY	3,885	0.000617	2
TULARE	109,823	0.017448	62
TUOLUMNE	13,107	0.002082	7
VENTURA	82,612	0.013125	46
YOLO	29,180	0.004636	16
YUBA	30,613	0.004864	17
TOTAL	6,294,296	1.000000	3,527

L.A. adjusted up 3 for rounding.

16-Jan-98

03:00 PM

data/fset/fy9798/planallc3.wk4/tab=ABAWD

MANAGEMENT INFORMATION AND PROGRAM REPORTING

A. Methods for Meeting On-Going Reporting Requirements.

The County will submit quarterly reports (STAT 40) to the California Department of Social Services the 15th working day of the month following the report quarter.

1. Management Information System (MIS)

☐ The County will aggregate hard copy reports

☐ Other: _____

B. Organizational Responsibility for FSET Reporting (STAT 40)

1. Responsibility for non-Financial FSET Program. Please provide the name, address and telephone number of contact person:

2. Responsibility for financial FSET reporting (claims). Please provide the name, address and telephone number of contact person: